

September 11, 1968

Accessioning Records at the  
Washington National Records Center

Reduced funds and staff at the Washington National Records Center (WNRC), as throughout the Federal Government, makes it necessary for NARS to seek assistance from agencies in accessioning records. Providing service on reference requests, of course, will receive priority. We will not have sufficient staff, however, to accession all the records offered by agencies.

Agencies can help WNRC to provide the services they need by:

1. Setting up small staging areas where records from several offices can be assembled and transferred as a pickup and, where the records are one series with similar retention periods, transferred as a single accession on one Standard Form 135. Currently WNRC has 81 pending accessions from 11 agencies arranged by size of accession as follows:

| <u>Number of</u><br><u>Agencies</u> | <u>Number of</u><br><u>Accessions</u> | <u>Cubic Feet</u><br><u>per Accession</u> | <u>Number of</u><br><u>Locations</u><br><u>for Pickup</u> |
|-------------------------------------|---------------------------------------|---|---|
| 4                                   | 8                                     | 1   | 7   |
| 5                                   | 10                                    | 2   | 9   |
| 8                                   | 15                                    | 3   | 13  |
| 3                                   | 3                                     | 4   | 3   |
| 3                                   | 3                                     | 5   | 3   |
| 10                                  | 19                                    | 6-10                                      | 16  |
| 6                                   | 10                                    | 11-20                                     | 7   |
| 6                                   | 7                                     | 21-50                                     | 7   |
| 3                                   | 3                                     | 51-100                                    | 3   |
| 2                                   | 3                                     | 101-500                                   | 2   |

2. Delivering records to the WNRC loading dock when agency equipment is available.

3. Scheduling pickups by WNRC after a minimum of 24 cubic feet of records (one skid load) have been staged.

4. Making prior arrangements with WNRC to schedule transfers when the volume is greater than 75 cubic feet. Such arrangements will allow agencies to start boxing records so that, upon completion, the records can be moved to the Center without undue delay.

5. Designating an individual to serve as liaison between the agency and WNRC on all matters relating to the pickup and delivery of records by the WNRC.